

CHAPTER 61  
LICENSURE OF SALONS AND SCHOOLS OF COSMETOLOGY  
ARTS AND SCIENCES

[Prior to 7/29/87, Health Department[470] Ch 149]  
[Prior to 12/23/92, see 645—Chapter 60]

**645—61.1(157) Salon licensing.**

**61.1(1)** An application for a salon license shall be made in writing to the Board of Cosmetology Arts and Sciences Examiners, Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Application forms shall be obtained from the board. The following information shall be required on these forms:

*a.* A floor plan of proposed salon showing all entrances and exits, reception, styling, cleaning and toilet areas.

*b.* If the salon area is in a facility where other businesses are located, the salon relationship to the other businesses must be shown on the floor plan. (See 645—subrule 63.3(2))

*c.* If the salon is located in a residence, its relationship to the residence must be indicated. (See subrule 645—63.3(1))

*d.* If a salon is located in a rural area, the applicant must provide directions to the salon.

*e.* If a salon is to be located in a facility such as an office building, complex or hotel, the exact address shall include the floor number, suite or room number.

*f.* The application for a salon license shall be submitted to the department at least 30 days prior to the anticipated opening day.

**61.1(2)** The application shall be accompanied by the license fee prescribed in 645—subrule 62.1(8).

**61.1(3)** Business may commence at the salon following receipt of written approval of the board and receipt of license.

**61.1(4)** Every salon shall adhere to the sanitary rules established in 645—Chapter 63.

**61.1(5)** Every salon shall have a sign visible outside the entrance designating the place of business.

**61.1(6)** The original license shall be issued for that location only.

*a.* Any change of location shall necessitate an application for a new license and the fee required by 645—subrule 62.1(8).

*b.* A change of address without change of actual location shall not be construed as a new site.

*c.* A change in salon name shall be reported within 30 days of the change, accompanied by the fee required by 645—subrule 62.1(20).

*d.* A change of ownership of a salon shall necessitate an application for a new license and the fee required by 645—subrule 62.1(8).

*e.* Upon discontinuance of a salon, the salon license shall be submitted to the board office within 30 days.

**645—61.2(157) School of cosmetology arts and sciences—licensing.** The board shall grant approval for the issuance of an original school of cosmetology arts and sciences license to be issued by the department when the conditions set out below have been fully met. The annual renewal of a school of cosmetology arts and sciences license shall be recommended by the board to the department when there is full compliance with this chapter and 645—Chapter 63.

**61.2(1)** An application shall be in writing and submitted to the Board of Cosmetology Arts and Sciences Examiners, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. The applicant shall submit the following information with the application:

- a. The exact location of the proposed school of cosmetology arts and sciences including the exact location(s) of the salon(s) which will be utilized for the school's mentoring program;
- b. A complete plan of the physical facilities to be utilized and as applied to areas relative to classroom and clinic space and mentoring program;
- c. Submit proof of research and a survey completed to substantiate the need for a school of cosmetology arts and sciences; and
- d. A list of the names of licensed instructors for the proposed school. The number of instructors submitted must meet the requirement outlined in Iowa Code section 157.8 except for instruction for the mentoring program.

**61.2(2)** The school of cosmetology arts and sciences owner will be requested to appear before the board for an interview regarding the school of cosmetology arts and sciences.

**61.2(3)** No student shall be accepted until the above requirements are met and approval granted and the board has received the original license fee as outlined in 645—subrule 62.1(4).

**61.2(4)** The original license shall be granted for that location(s) identified in the school's application.

- a. A change of location shall necessitate an application for a new license and the fee required by 645—subrule 62.1(5).
- b. A change of address without change of actual location shall not be construed as a new site.
- c. A change of ownership of a school of cosmetology arts and sciences shall necessitate an application for a new license and the fee required by 645—subrule 62.1(5). A change in ownership shall be defined as any change of controlling interest in any corporation or any change of name of sole proprietorship or partnership.

**61.2(5)** A school of cosmetology arts and sciences, before being issued a license, shall meet the following physical requirements:

- a. A minimum floor space of 3000 square feet in any school premises and, when the enrollment in a school exceeds 30 students, additional floor space of 30 square feet for each additional student over 30 will be required to adequately take care of that student;
- b. Each licensed school shall be limited to providing one clinic floor where the paying public will receive services; said clinic floor shall be confined to the premises occupied by the school;
- c. A school room shall be large enough and be so equipped as to provide for practical work, lectures and demonstration purposes. A room or rooms separate from the clinic floor must be provided for such a purpose;
- d. A dispensary shall be equipped with lavatory and adequate closed storage for keeping sanitized articles. Chemicals and lotions shall be stored in the dispensary. A wet sterilizer and any other sanitation items that are required under 645—Chapter 63 shall be in place in the dispensary;
- e. Two toilets shall be equipped with lavatories, soap and towel dispensers;
- f. A laundry room shall be separated from the clinic area by a full wall or partition;
- g. Locker facilities for each student shall be provided;
- h. Closed cabinets or separate room for extra supplies;
- i. Waste containers on the clinic floor shall be covered or may be open containers that are emptied each day; and
- j. An administrative office.

**61.2(6)** Each school of cosmetology arts and sciences shall have the following minimum equipment:

- a.* Work stations equipped with chair, dresserette, closed drawer or container for sanitized articles, and mirror (maximum of two students per unit);
- b.* One set of textbooks for each student and instructor;
- c.* Five shampoo bowls;
- d.* One large chalkboard or equivalent for each classroom;
- e.* Facial room equipment for instruction and practice of esthetics (a separate room is recommended for this purpose);
- f.* Equipment for instruction and practice of electrolysis (a separate room shall be provided for this purpose);
- g.* One set of files for all required records;
- h.* Adequate chair and table area for students in the classrooms; and
- i.* Adequate equipment and supplies.

**61.2(7)** Each school of cosmetology arts and sciences shall also meet the following miscellaneous requirements:

- a.* Instructors shall familiarize students with the different standard supplies and equipment used in salons.
- b.* No school of cosmetology arts and sciences shall compensate students for services performed on the client.
- c.* When services are displayed or in any other manner advertised by a school of cosmetology arts and sciences, such advertising or display shall indicate in prominent lettering that all services are performed by students under the supervision of instructors.
- d.* No school of cosmetology arts and sciences shall permit an instructor to perform cosmetology arts and sciences services, with or without compensation, on the school premises except for demonstration purposes. (Instructors shall not practice cosmetology arts and sciences on the school premises.)
- e.* Students shall be attired in clean and neat uniforms at all times during school hours and during the mentoring program. Instructors shall be attired in distinct and identifiable attire.
- f.* All bottles and containers in use shall be distinctly and correctly labeled, showing intended use of the contents.
- g.* No student shall be required to attend school more than eight hours a day. Schools may offer additional hours to those students that request them in written form.
- h.* Each school of cosmetology arts and sciences shall maintain a library for the students enrolled therein consisting of textbooks, current trade publications and business management materials. A list of such reference materials suggested by the board shall be obtained from the board office.
- i.* Each school of cosmetology arts and sciences shall maintain a complete set of student records.

**61.2(8)** Mentoring program.

- a.* Student is under supervision of the mentor at all times. Students can perform the following: drape, shampoo, remove color and perm chemicals, remove perm rods, remove rollers, apply temporary rinses, apply reconditioners and rebuilders with recommendation of mentor, remove nail polish, file nails, perform hand and arm massage, remove cosmetic preparations, act as receptionist, do retail sales, sanitize salon, consult with client (chairside manners), do inventory, order supplies, prepare payroll and pay monthly bills, and hand equipment to the stylist.

b. Salon mentor's responsibilities include the following: Introduce the student to the salon and the client, record the time of student's attendance in salon, prepare evaluation, discuss performance, and allow the student to shadow.

c. No salon or school shall compensate students for hours when participating in the mentoring program.

**645—61.3(157) Courses of study.** No school of cosmetology arts and sciences shall be approved by the board of cosmetology arts and sciences examiners unless it complies with the requirements of study for all the cosmetology arts and sciences as provided in the curriculum established in 645—Chapter 60 and makes written application to the board.

**645—61.4(157) Instructors.** All instructors in a school of cosmetology arts and sciences shall be licensed by the department. Instructors teaching courses in electrology, esthetics or nail technology shall also hold a license in that practice or hold a cosmetology instructor's license that shows proof of having completed training in those practices equivalent to that of a license holder in that practice.

**61.4(1)** An instructor shall be responsible for and in direct charge of all theory and practical classrooms and clinics at all times.

**61.4(2)** The number of instructors for each school of cosmetology arts and sciences shall be based upon total enrollment, with a minimum of 2 instructors employed on a full-time basis for up to 30 students and an additional instructor for each additional 15 students. Every effort shall be made to have 2 instructors on duty during school hours. However, a school operated by an area community college prior to September 1, 1982, with only 1 instructor per 15 students is not subject to this subrule and may continue to operate with the ratio of 1 instructor to 15 students.

**61.4(3)** A school shall not permit its instructors to work on its patrons except when instructing or otherwise assisting students in said school.

**61.4(4)** Student instructors shall be under the direct supervision of a licensed instructor at all times.

**645—61.5(157) Salons shall not be operated in connection with the school.** The licensed school of cosmetology arts and sciences shall not be used during scheduled instruction time or work experience time for any use other than for student instruction. Upon written request and approval of the board, classrooms while not being used for cosmetology arts and sciences instruction may be approved for other educational purposes. Persons attending other educational classes may not (in mass) pass through a classroom or clinic area while in use. The school shall submit the floor plan and list of classes to be held in the aforementioned classrooms. Noise level must not be disruptive to other classes. Use of classrooms shall not usurp the space available for cosmetology instruction. Exception of the mentoring program: Each cosmetology school must have a contract between student, school and salon's mentor that includes scheduling, liability insurance and purpose of the mentoring program.

**645—61.6(157) Students.**

**61.6(1)** A school of cosmetology arts and sciences shall, prior to the time a student is obligated for payment of any moneys, inform the student and the board of all provisions provided in Iowa Code section 714.25 by submitting a statement signed by the student that the information has been passed on to the student.

**61.6(2)** Student hours. A school of cosmetology arts and sciences shall have a written, published attendance policy.

a. When determining student hours, a school may define its attendance requirements to include 100 percent attendance for the course length or may allow excused absences for not more than 10 percent of the course length for satisfactory completion;

- (1) Student attendance policies shall be applied uniformly and fairly;
- (2) Attendance policies give appropriate credit for all hours earned;
- (3) All retake tests, redo projects and makeup work shall be completed without benefit of additional hours earned and shall be at the school's discretion to schedule time for same;
- (4) Hours shall not be added to or deducted from hours earned as a penalty;
- (5) A student shall not receive credit for participating in demonstrations of cosmetology arts and sciences for the sole purpose of recruiting students;
- (6) The school must maintain attendance records for each student to verify that the minimum attendance standard set forth by the school is being met.

b. Accelerated learning. A school of cosmetology arts and sciences may adopt a policy which would allow for accelerated learning procedures. Such a policy may include acceptance of life experience, prior knowledge learned and test-out procedures. Hours granted for accelerated learning may not exceed 15 percent of hours for entire course of study.

(1) A student upon completion of all entrance requirements may elect to sit for one or more academic written tests which would allow for the evaluation of knowledge about subject matter gained from life experience or prior learning experience;

The school may accept and grant hours for prior or concurrent education, life experience and test-out results, at the time of enrollment, not to exceed 15 percent of the total course requirement.

(2) While a student in a cosmetology arts and sciences course of study, a student may be allowed to test out of a certain subject matter by sitting for final examinations covering the basic knowledge gained by a student who attends class sessions, or the school may accept and grant hours for prior or concurrent education and life experience. This would allow the student to demonstrate understanding of, and proficiency in, the subject matter gained either from self-study or advanced understanding of the subject.

1. A student who wishes to receive test-out credit, or be granted hours for prior or concurrent education or life experience, of academic or practical skills subject matter shall have maintained the academic grades and attendance policy standards set forth by the school;

2. A student may be allowed to receive test-out credit, or be granted hours for prior or concurrent education or life experience, of academic or practical skills subject matter not to exceed 15 percent of hours for entire course of study;

3. A school may have a policy which limits the number of times a student is allowed to sit for a test-out of any subject;

4. A school may be responsible for setting a schedule for administering test-out examinations.

(3) Test-out credit for hours shall be accumulated in the student's file and applied to the total hours earned.

(4) The school shall have a written, published policy which clearly outlines the criteria for acceptance and granting of hours for test-out credit and hours granted for prior or concurrent education and life experience.

**61.6(3)** To be considered a graduate, a student must have completed the course scheduled for completion and met the minimum attendance standard of the established course of study and all other academic and evaluation factors established by the school. Therefore, in addition to completion of required hours, the student must have satisfactorily completed the practical and theoretical curriculum requirements set forth by the school.

**61.6(4)** Students shall not be allowed to work on the public until such time as they have completed 10 percent of the course of study.

**61.6(5)** All work done by students on the public shall be under the supervision of an instructor at all times, except in a mentoring program where the student(s) shall be under the guidance of a mentor.

**61.6(6)** Examinations.

*a.* Students shall be given a final examination upon completion of at least 1800 hours of training for cosmetology, upon completion of the course of study for electrology, esthetics, manicuring, and nail technology.

*b.* Upon passage of the final examination and completion of the entire course of study including all project sheets, students shall be issued a certificate of completion of hours required for course of study.

**61.6(7)** No student shall be called from theory class to work on the public.

**61.6(8)** Upon successfully passing the school examination and receiving the certificate of completion of hours the student may, pending taking the state board examination, begin the instructor training course. Student instructors shall not be in charge of classes without direct supervision by a licensed instructor.

**61.6(9)** Anyone taking the instructor's course shall adhere to rule 61.4(157).

**61.6(10)** All licensed schools of cosmetology arts and sciences shall prominently display in the entrance room a sign indicating that all service is performed exclusively by students.

**61.6(11)** An applicant for a cosmetology arts and sciences license shall be a high school graduate or shall have passed the general education development tests.

**61.6(12)** Individual student hours shall be kept on file at the school until the license is issued.

**61.6(13)** Students may participate in a mentoring program for no more than 5 percent of the total course hours.

These rules are intended to implement Iowa Code sections 157.10, 157.11, and 714.25.

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